

~~CONFIDENTIAL~~

18 June 1951

MEMORANDUM FOR: Deputy Director (Administration)

FROM: Advisor for Management

SUBJECT: Interim Progress Report of Study of the Personnel Office.

1. Attached as TAB A is a summary of recommendations informally proposed by Management Analysis Office personnel to officials of the Personnel Office and the Inspection and Security Office.

2. Attached as TAB B is a statement of Chief of Procurement Division of steps he has independently taken to improve procurement activities with our marginal comments.

3. The Personnel Studies and Procedures Staff of the Personnel Office is presently engaged in a study of the Overt Placement Division. This study has resulted in simplification of processing procedures for clerical employees. (See TAB C).

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